U.S. Department of Housing and Urban Development

Special Attention of:

Notice PIH 98-7 (HA)

Public Housing Agencies; Indian
Housing Authorities; Public Housing
Directors; Administrators, Offices
of Native American Programs

Issued: January 30, 1998
Expires: January 31, 1999

Cross References:

Subject: Semi-Annual HUDWEB Data Collection (Reporting) Form Instructions for
Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs)
selected for funding under the PIH Economic Development and Supportive
Services Program (EDSS) in Fiscal Years 1996.

1.   Purpose. This Notice and the attached user instructions will serve as a guide for
completing the HUDWeb Data Collection (Reporting) Form. The data collected will
assist the Department of Housing and Urban Development by measuring the overall
effectiveness of the Economic Development and Supportive Services (EDSS) program in
meeting its statutory goals of economic development and self-sufficiency.

2.   Background.

A.   Funding for the FY 1996 Economic Development and Supportive Services
Program was set aside from the Community Development Block Grant (CDBG)
appropriation. Statutorily, the purpose of the program is to provide economic
development and supportive services to assist public and Indian housing residents,
the elderly and persons with disabilities to become self-sufficient, to live
independently and to avoid premature or unnecessary institutionalization.

B.   The recent passage of The Personal Responsibility and Work Opportunity
Reconciliation Act of 1996 (Pub. L. 104-193; Approved August 22, 1996),
transformed the former Aid to Families with Dependent Children (AFDC) into the
Temporary Assistance to Needy Families (TANF) program. This new law
provides the Department with a profound challenge and opportunity, as
approximately forty percent (40%) of families residing in public housing list AFDC

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as their primary source of income. The Department believes that it is imperative that Public Housing Agencies, Indian Housing Authorities, local Welfare Agencies and residents work together to
meet the challenge of Welfare Reform in order to ensure success in moving a substantial number of families from dependency to work and self-sufficiency.

C.   Funding for the FY 1996 EDSS program was announced on April 17, 1997. Forty-five (45) Public Housing Agencies and Indian Housing Authorities were awarded a total of $30.8 million. The FY 1996 Notice of Funding Availability was published in the **Federal Register** on August 14, 1996. Subsequent amendments regarding the program were published on September 26, 1996, October 22, 1996 and February 18, 1997.

D.   Funding for the FY 1997 EDSS program was announced on December 10, 1997. One hundred and twelve (112) Public Housing Agencies and Indian Housing Authorities were awarded a total of $25.5 million. The FY 1997 Notice of Funding Availability was published in the Federal Register on June 6, 1997. A subsequent amendment regarding the program was published on July 17, 1997.

3.   Distribution of Funds.

Applications were awarded in accordance with the EDSS Notices of Funding Availability announced August 14, 1996 and June 6, 1997, and subsequent amendments noted under section 2.C and 2.D. of this Notice.

4.   Reporting Requirements.

Each grantee is required to submit to the Department a semi-annual progress report and financial status report measuring performance and documenting progress in achieving quantifiable program goals in an effort to determine the effectiveness of the EDSS program in achieving goals of economic development, self-sufficiency, independent living and the prevention of premature or unnecessary institutionalization. (See NOFAs of August 14, 1996 @ 61 FR 42356; June 6, 1997 @ FR 31272). Reports are due on a semi-annual basis with the December 31 report due at the end of January each year and the June 30 report being due at the end of July each year. **Because the procedure of using the Internet to submit reports is relatively new, the deadline for submitting December 31, 1997 reports is extended from January 31, 1998 to March 13, 1998.**

5.   Accessing the HUDWEB Form/Basic Terms.

A.   Steps for accessing the form on the Internet are as follows:

1.   Go to a computer that has access to the Internet. (All Comprehensive Grant Agencies have obtained Internet access to file their formula characteristics: if your agency is a Comprehensive Grant agency, you should check with the staff that would have filed the formula characteristics. If you are not a Comprehensive Grant agency and you do

not otherwise have Internet access, some good sources for information on how to obtain access would local libraries or educational institutions.

2. Start the Internet browser (Netscape Navigator, Internet Explorer, America Online, etc.).

3. Click the **Open** button. The **Open Location** dialog box appears. (If your browser does not have the Open button, please see the parenthesis in the next step.)

4. Type the following Internet URL address:

   http://www.hud.gov/pih/systems/ibs/edss/edss_app.html
   (If your browser does not have an "Open" button, it will have a strip that can be filled in just below the icon toolbar at the top of the screen labeled "Address," "Location" or maybe "Page." You can move the mouse arrow into the strip and left click once when the arrow turns into an "I" shape. You should then hit the delete key (and if necessary the backspace key) to delete anything in the fill in strip. You should then type in the URL address listed above and then hit the "Enter" key.

5. Click **Open**. The ED/SS Home Page appears.

6. Click the **ED/SS Application** link. The **Username and Password Required** dialog box appears.

7. Type the 9 digit user id in the "User Name" field. The user id is being sent to all grantees and in most instances will be transmitted with this Notice.

8. Press <**Tab**> to move to the next field.

9. Type the assigned password in the "Password" field. The password is being sent to all grantees and in most instances will be transmitted with this Notice.

10. Click OK. The **Economic Development and Supportive Services (EDSS) Internet Submission System** appears.

B. Steps for Navigating the EDSS Home Page

1. Change Password: Allows you to change your password.

2. New Program Form: Allows you to create a new form submission. This is what you will need to select to send in your semi-annual report.

3. On-Line Help: Provides these instructions, as well as a complete MS Word version of the form to download.

C.   The reporting form is comprised of seven (7) subparts that are split into two separate web pages. Each section covers areas specific to an Economic Development and Supportive Services Grant as outlined below (please note that detailed instructions for each blank to be filled in are attached to this Notice as well as through clicking on help icons while filling out the report on-line - there is also an example of a sample form included in this package as well as downloadable on the web):

Section I - PHA Data
From the **ED/SS Application**, click the **New Program Form** icon. The data in this section will be automatically populated by the system at the time that you log on. Verify the HA name and address information is correct. If any of the information is inaccurate, corrections should be submitted by contacting your local HUD Field Office. If all of the information is incorrect or the information refers to another housing authority, there is an error and you should call 1(800)366-6827 for instructions on how to fix the problem before going any further to fill out the form.

Section I - PHA Program Submission Type
This section prompts you to identify the grant program

type, the grant year, the reporting period, and the grant number. These fields are required.

Section I - Program Information
This section prompts you to provide information regarding the grant program director, and to identify the developments targeted by the grant program. Complete all applicable fields noting that required fields are denoted in blue, with an asterisk, and read, **Required Field**. The Program Director's zip code and phone number require numbers.

Section I - Program Partner Information
This section prompts you to provide information on your partner entity. The system may accommodate up to eight (8) partner information entries. Choose the **Partner Type** from the drop-down list provided. The default is **None**. If you select **Other**, you must specify the **Type** in the field directly below.

Complete all applicable partner information. Choose the **Primary Role of Partner** from the drop-down list provided. If you select **Other**, you must specify the **Role** in the field directly below.

Complete the **Leverage Information** section. If you check any of the **Match Types**, you are required to provide the **Proposed Amount** and **Amount Provided to Date**.

Section II - Participant Information

4

This section prompts your response to a series of programmatic milestones that may be applicable to your program. You must provide a **yes** or **no** response in the column entitled **Check if Applicable**. If you select **yes**, you will be required to provide information for that milestone where noted.

Part II - Resident Employment
This section provides a specific list of resident jobs. You will be prompted for data regarding the number of and the age group designation of residents currently employed (or will be employed) through your program. You must provide a **yes** or **no** response in the column entitled **Check if Applicable**. If you select **yes**, you will be required to provide information for that milestone where noted.

Part IIIa - All Resident-Owned Businesses
This section provides a specific list of types of resident-owned businesses. You will be prompted for data regarding the number of businesses to date. For each resident-owned business type listed, you are asked to provide data pertaining to items listed. You must provide a **yes** or **no** response in the column entitled **Check if Applicable**. If you select **yes**, you will be required to provide information for that milestone where noted.

Part IIIb - Contracts with Resident-Owned Businesses
This section focuses on the portion of contracts with resident owned businesses that result from contracts specifically with the housing authority. It prompts you for information regarding specific types of contracts that you may currently (or will) have with resident-owned businesses. For each contract type listed, you are asked to provide data pertaining to the items listed. You must provide a **yes** or **no** response in the column entitled **Check if Applicable**. If you select **yes**, you will be required to provide information for that milestone where noted.
General Remarks About Your Program
Provide any general comments pertaining to your grant progress and program status.

D.   Save Options

1.   There are three (3) Save Options available. These options are listed at the top of the form.

a.   Save As Draft (Without Edit Checks): Allows you to save draft copies of the your report without running any edit checks and without submitting to HUD. Edit checks are double checks that you have properly filled out the form. Edit checks result in messages instructing the person entering data to correct specific areas.

b.   Save With Edit Checks (Validation): Allows you to save draft copies of your report with a list of error messages that would not be allowed if you were trying to submit to HUD.

c.   Submit: Performs full error validation so that you may not save or submit the report to HUD without passing detailed checks on each individual blank on the form.

E.   Basic Terms
(Some terms excerpted from HUDware II/Microsoft Windows 95)

1.   Mouse (Pointer) - the device attached to your computer that you use to point to, click on, and select objects on your screen.

The mouse on your desk controls the movement of the mouse pointer on your screen. When you move

the mouse pointer on your desk, the mouse pointer on the screen will move as well.

On top of the mouse, there are button(s). A mouse usually has a right and a left mouse button. When using the Data Collection Form, you will use the left button to insert and to select text.

2.   Clicking - is done when you move the mouse so that the insertion point is in the text box and press the left mouse button. When the left button is pressed the mouse pointer becomes a blinking I-beam.

Remember: clicking once after entering or selecting data will record the information.

3.   Insertion point - or blinking I-beam, is the starting place for entering data in a text box.

4.   Text box - is a storage unit for data entered by you.

5.   Scrolling - means to move what is displayed on the screen up or down (or left or right). The term is used in the attached instructions in two ways: (1) to prompt you to select from a specific listing of items; and (2) to instruct you that some text boxes may be scrolled in order to accommodate longer text.

6.   Grantee Point of Contact. The primary point of contact for grantees is the local HUD Field Office, Attention: Director, Office of Public Housing or Administrator, Office of Native American Programs.

7.   Contact for Additional Information. For additional program information, please contact the Office of Public and Assisted Housing Delivery, Customer Service and Amenities Division at (202) 708-4214.

8.   Contact for Questions: If you have questions regarding the Web site or the Data Collection Form, please call 1(800)366-6827.

_____/s/_____
Kevin Marchman, Assistant Secretary
for Public and Indian Housing

Attachments